ROBERT SMITH

Information Technology Officer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Technical, results-oriented manager with twelve plus years of increasing responsibilities in Information Technology and Operational environments. Effective problem solver who has shown a proven ability to setup new organizational frameworks as well as to make under-performing operations efficient. Directing organizational efforts with integrity and a focus on successful projects with high adoption rates.

CORE COMPETENCIES

Java, Python, Machine Learning, MySQL, PHP, R, UNIX, JavaScript, Matlab, C++, C.

PROFESSIONAL EXPERIENCE

Information Technology Officer

Farmers Bank - April 1996 – 2021

Key Deliverables:

- Responsible for managing and assuring the Banks information technology activities are secure and stable, used to help maximize profits, and are in the best interest of the stockholders, employees and public.
- Managed 20 Microsoft 2003 and 2008 servers, 95 Microsoft Windows 7 desktops, 18 network printers, and 90 user profiles within Active Directory.
- Setup and maintained WSUS to keep all Microsoft products updated with latest patches.
- Prepared and reviewed necessary IT documents and polices for approval by the monthly Board of Directors meeting.
- Assisted in setup, installation, and maintain Avaya Voice Over IP telephone system.
- Taught end users MS Exchange basics, maintain the internal email system and SpamTitan Spam filter.
- Developed a bank wide computer refresh program, an Information Technology Risk Assessment, and an IT cost per department analysis.

Information Technology Officer

Delta Corporation - 1994 – 1996

Key Deliverables:

- Produced Adhoc Reports using Informix SQLs Daily/Weekly and Monthly Updated and deleted records in tables using Informix SQLS by creating and editing .
- Troubleshooting terminals, system printers and PCS Coordinated Technical System Issues with Inter Companies Controlled Information Technology .
- Uploaded and Downloaded data for Hand held devices using satellite software.
- Implement Bank policies on Information Technology Support the enhancement of the banking software Start up and initialize system for daily use .
- Initiate, design and report to management on further areas of computerization of the bank Institute daily end of day procedures and backup of the .

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- Print and distribute daily report to end user and ensure proper filling of the computer s department copy Handle any other assignment may be request .
- At the end of the day, shut down the system and other peripherals at the end of working day.

EDUCATION

- GED

2259 Oak Street, Old Forge, New York, 13420
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